

DreamWeaver: introduction**Instructor: French Brandon**

Students will learn the basics of using Dreamweaver to create websites. Some skills that will be discussed: Navigation in the Dreamweaver environment, basic design of individual pages, adding content to pages including text and graphics, creating hyperlinks to pages within the website using text and graphics, linking to the Web (external links) and using image maps to link through hotspots, editing pages, graphics and text, and troubleshooting the site and individual pages. The students must have a prerequisite of being comfortable with computers at a minimum.

2 classes**Tuesday & Thursday****6:30 – 9:30 pm****October 16 & 18****@ Warren Building****\$185****NEW!****Min: 4/Max: 6****Excel: Introduction****Instructor: French Brandon**

Learn the basics of Microsoft Excel*. Students will be taught how to navigate in Excel by opening, closing, saving and saving workbooks. You will learn to work with cells, columns and rows by inputting basic data. This course will also cover basic formatting, formulas for addition, subtraction, multiplication and division, and functions. This class is a MUST for anyone looking to work with spreadsheets.

2 classes**Monday & Tuesday****6:30 – 8:30 pm****October 1 & 2****@ Warren Building****\$90****Min: 4/Max: 6****Excel: Intermediate****Instructor: French Brandon**

This class will focus on advanced formulas (Financial and Scenarios), charts and graphs, linking of spreadsheets and workbooks, controlling the print environment and advanced formatting. The students MUST have basic understanding of Excel and standard formulas. They are encouraged to take the Excel Intro class prior to enrolling in this class.

2 classes**Wednesday & Thursday****6:30 – 8:30 pm****October 24 & 25****@ Warren Building****\$90****Min: 4/Max: 6****Introduction to Adobe* Photoshop****Instructor: French Brandon**

For those people who have a digital camera and are looking to have some fun with their pictures, this is the class for you. In this class, students will learn the Photoshop environment, sizing images, and creating layers. You will also be introduced to blending/opacity, color/painting, text/layers, adjusting images and saving the images for the web, and printing.

2 classes**Monday & Tuesday****6:30 – 9 pm****September 17 & 18****@ Warren Building****\$165****Min: 4/Max: 6****"How Do I..."****Instructor: French Brandon**

...Turn on my computer and use a mouse? What is Windows* anyway? In this class, students will cover true computer basics from turning the computer on, to learning to use the mouse, and cut, copy & paste. We will also cover opening/closing windows, learning the start up menu, changing the desktop, and much more. This class is for the true beginner!

2 classes**Monday & Tuesday****2 – 4 pm****September 17 & 18****@ Warren Building****\$90****Min: 4/Max: 6****Introduction to the iMAC* Computer****Instructor: Frances Goodman**

Use an iMAC to learn Appleworks (word processing, data bases, spread sheets, paint and draw). It is recommended that you have knowledge of the typewriter or keyboard for this class.

4 weeks**Tuesday****7 – 9 pm****September 18 - October 9****@ High School****\$85****Min: 6/Max: 12**

Introduction to Microsoft Word***Instructor: Frances Goodman**

Use Microsoft WORD to learn word processing, labels, etc. It is recommended that you have some knowledge of the keyboard or typewriter for this class.

3 weeks**Thursday****7 – 9 pm****September 27 - October 11****@ Warren Building****\$75****Min: 4/Max: 6****PowerPoint* for Beginners****Instructor: Phyllis Mays**

Using Microsoft's powerful presentation software, PowerPoint, you will learn to create and edit slides, and how to integrate photos, clip art, graphs and sound into your shows. Explore self-timed presentations, smooth transitions, and learn how to export your show to other computers. Students should be familiar with one of the Windows operating systems, such as Windows 98, XP, and be comfortable using a mouse.

4 weeks**Tuesday****6:30 - 8:30 pm****October 23 - November 13****@ Warren Building****\$130****Min: 4/Max: 6**

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online course
with
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Introduction to Digital Photography**Instructor: Sam Liggero**

Whether you are new to digital photography or trying to improve your skills, this course will offer practical instruction on how to capture, edit, print, share, and store your digital images. You will learn how digital cameras and printers work and how to use this information to improve your workflow. Image editing, printing, and scanning techniques will be demonstrated and described. Lighting and composition principles will also be reviewed. Students will learn how to incorporate their digital images into calendars, invitations, E-mail, slide shows and many other applications. Students should own a digital camera or plan to acquire one soon. This is NOT a "hands-on" course.

4 weeks**Wednesday****7 – 9:30 pm****September 19 - October 10****@ Warren Building****\$75****Min: 6/Max: 12****Get the Most Out of Your Digital Camera****Instructor: Phyllis Mays**

Whether you just received your digital camera as a holiday gift, or you have been using it as a point and shoot for a year or two, you can expand your digital photography skills in this class. Learn what's inside the camera, how to maximize its options, and how to adjust settings for the best results. One meeting will focus on editing techniques, another on getting good prints. Explore various ways to move photos to your PC. Finally, we will create online photo albums to share with family and friends. Students should be familiar with computer basics. Please bring your camera, cable and manual to class. Please be sure batteries are freshly charged.

4 weeks**Tuesday****10 am - 12 pm****October 23 - November 13****@ Warren Building****\$130****Min: 4/Max: 6**